## **United States Department of Agriculture**



Natural Resources Conservation Service 75 High Street, Room 301 Morgantown, WV 26505 (304) 284-7560 (Phone) (304) 284-4839 (Fax)

**September 27, 2006** 

WEST VIRGINIA BULLETIN NO: WV330-6-10

**SUBJECT:** Entry of Cultural Resources Data into PRS

**Purpose:** To clarify questions from the Service Centers

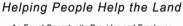
**Expiration Date:** July 31, 2007

The following guidance is provided to assist you with the data entry of this information:

- 1. Log into PRS.
- 2. Select Data Entry from top toolbar.
- 3. Select Cultural Resources from side panel.
- 4. Under Service Details section:
  - a. Enter date of service.
  - b. Tribe there will be no tribe, unless Bryan Lee notifies your office.
  - c. Treatment type will be "NO Treatment Type", unless Bryan Lee has conducted a site visit, at which point he will discuss the issue with the Service Center.
  - d. National Program select the program.
  - e. Agency Affiliation NRCS is automatically selected.
  - f. County County where the practice will be installed.

## 5.Under Cultural Resources Section:

- a. Undertakings Reviewed
  - i. Enter the number of ALL practices in each plan.
  - ii. Enter the acreage for each practice, with the minimum being one; for example, if you have three pipelines, four springs, and six ponds, the number of acres would be a minimum of thirteen, and greater than thirteen if any of the practices are more than one acre.



- b. Undertakings Reviewed that have the Potential to Effect Cultural Resources
  - i. This is the number of practices ranked PG or G. For example, if there are 30 practices planned, and a worksheet is sent to Bryan Lee to review all 30, and 17 are PG or G, then undertakings reviewed that have the potential to effect are seventeen.
  - ii. Acreage is calculated in the same manner as explained above.
- c. Field Investigations Conducted
  - iii. This will be zero, unless Bryan Lee conducts a site visit, and he will contact each office before planning a visit. Field Investigation is conducted by the Cultural Resources Specialist.
  - iv. This will be zero, unless Bryan Lee conducts a site visit.
- d. Sites Identified
  - v. Bryan Lee will check the box at the bottom of the Cultural Resources Review Form if a site is present or is not present. He will list multiple sites.
  - vi. Bryan Lee will list the acreage of each site.
- e. Sites Treated
  - vii. Will be zero unless treatment type is noted above in part 4.c.
  - viii. Acreage will be noted as well.

Please continue to submit all Cultural Resources Review forms to Bryan Lee.

To receive the current practice list go to <a href="http://efotg.nrcs.usda.gov/treemenuFS.aspx?Fips=54101&MenuName=menuWV.zip">http://efotg.nrcs.usda.gov/treemenuFS.aspx?Fips=54101&MenuName=menuWV.zip</a>. Proceed to Section II, Part B, Part 1.

If you have questions, or need additional information, please contact Bryan Lee at (304) 284-7591.

/s/

RONALD L. HILLIARD State Conservationist

DIST: E